APPLICATION FOR VIRGINIA CERTIFICATION
SAFE DRINKING WATER PROGRAM

As stated in 1 VAC 30-41-50 "Incorporation by reference - EPA guidance documents" of the Virginia *Regulation for the Certification of Laboratories Analyzing Drinking Water*, certified laboratories shall comply with the USEPA *Manual for the Certification of Laboratories Analyzing Drinking Water: Criteria and Procedures Quality Assurance, Fifth Edition, EPA 815-R-05-004 (January 2005)* and *Supplement 1 to the Fifth Edition of the Manual for the Certification of Laboratories Analyzing Drinking Water*, EPA 815-F-08-006 (June 2008). You may access the documents at the EPA Web site at http://water.epa.gov/scitech/drinkingwater/labcert/ or from links on the DCLS drinking water certification web page at www.dgs.virginia.gov/dcls.

Laboratories are responsible for obtaining and understanding Virginia Administrative Code 1VAC30-41 *Regulation for the Certification of Laboratories Analyzing Drinking Water*. A downloadable copy is available on the DCLS drinking water certification web page.

Check only those parameters on the application for which you currently have the necessary equipment and personnel to perform the analysis. Additional parameters may be added in the future; administrative fees will be charged for such additions in accordance with 1VAC30-41-270.

As described in 1VAC30-41-70, Initial certification application, please complete the application form, personnel form, and equipment form and return one copy of each to the address below. Additionally, please submit a copy of your laboratory's Quality Assurance Plan and SOPs for the test(s) for which certification is sought. An outline of the minimum items that must be addressed in the QA Plan may be found in Chapter III, Section 11 "Laboratory Quality Assurance Plan" of the *Manual for the Certification of Laboratories Analyzing Drinking Water* and the Manual Supplement to Chapter III, Section 2.

As described in 1VAC30-41-80 Certification requirements, the laboratory's initial certification status will be based on successful completion of proficiency test samples (PTs) and a successful on-site inspection. Note that PTs must be purchased from an approved provider. Contact the DCLS Laboratory Certification office for information on approved PT providers.

The Division will charge annual fees in accordance with 1VAC30-41-270, calculated per test category of requested methods. Current fee information is posted on the DCLS drinking water certification web page.

The annual certification period is from July 1 to June 30. The annual fee is not prorated. Checks are payable to the Treasurer of Virginia; credit card payment is accepted.

Laboratories applying for reciprocal certification under a state's NELAP program must apply for certification in Virginia under 1VAC30-46. Do not proceed with this application if the primary accrediting authority is a state NELAP program. Contact the Laboratory Certification office for an application under 1VAC30-46.

Please use this checklist that follows to be sure you are submitting the required completed application materials. (For modifications to a current certificate, see 1VAC30-41-110 Modification of certification and contact the Laboratory Certification office for an abbreviated list of required items.) Please also contact the LaboratoryCertifiation office for additional information about IDC, MDL, MRL, and/or MDA packages if needed.

FOR VIRGINIA LABORATORIES:

____ Application Form
____ Fee Payment Form with Payment (DCLS form # DGS-35-232)
____ Personnel List (DCLS form # DGS-35-009)
____ Quality Assurance Plan
____ PT report for each requested method/analyte pair (PTs may not be analyzed more than 12 months prior to application date.)
____ Laboratory SOP for each requested test method

Microbiology

____ Microbiology Equipment and Supply List (DCLS form # DGS-35-004)
____ Collection information and testing bench sheets for at least 20 samples for each requested microbiology method.

Chemistry/Radiochemistry

____ Chemistry Instrument and Equipment List (DCLS form # DGS-35-002)
____ IDC data package for each requested method/analyte pair
____ MDL data package for each requested method/analyte pair
____ MRL determination for each requested method/analyte pair
____ Radiochemistry: MDA data package for all requested method/analyte pairs
____ PT data package for each requested method/analyte pair

NOTE: Data packages must include the following:

____ **preparation of samples, standards and QC checks;**
____ **documentation of instrument calibration;**
____ **laboratory bench sheets and/or instrument reports;**
____ **all calculations leading to the final results.**

MDL and MRL data packages must show how the laboratory determines the MRL. The data will be evaluated against regulatory and reference method requirements. All MRLs established by the laboratory MUST be less than the MCL stated in 40 CFR.

FOR RECIPROCAL LABORATORIES (LOCATED OUTSIDE VA):

____ Application Form
____ Fee Payment Form with Payment (DCLS form # DGS-35-232)
____ A copy of the certificate and scope of certification issued by the laboratory's primary certification authority.

Mail the payment and certification application materials to:

Drinking Water Laboratory Certification Group
Division of Consolidated Laboratory Services
600 North 5th Street
Richmond, VA 23219-3691

If you have any questions, please call (804) 648-4480, ext 382 or 383.

APPLICATION FOR VIRGINIA CERTIFICATION
SAFE DRINKING WATER PROGRAM

Date: _____

Organization: _____

Address _____

Telephone Number: _____

Laboratory Director: _____

Contact Person and Title: _____

Email address _____

1. (Check one) ___ Application for initial laboratory certification (Virginia laboratory)
   ___ Application for initial RECIPROCAL certification (EPA ID #_____)
   ___ Application to modify current drinking water laboratory certification
   Indicate VA SDWP Lab ID number _____

2. Does your laboratory presently test drinking water for a public water system in Virginia?
   Yes ___ No ___

3 Identify water system(s) served: _____

4. Indicate below the parameters for which approval is being requested:

MICROBIOLOGY

Check each requested microbiology method and include the Edition number for *Standard Methods*, if applicable. For example, ✓ SM 9222 Membrane Filter Test 20th Ed.

TOTAL COLIFORM:
___ SM 9221 Fermentation Test ___ Ed.
___ SM 9222 Membrane Filter Test ___ Ed.
___ SM 9223 Colilert Test ___ Ed.
___ SM 9223 Colisure Test ___ Ed.
___ Colitag
___ ReadyCult Coliforms 100 P/A Test
Other approved method_____

E. COLI:
___ SM 9221F or 9221G EC Medium+MUG ___ Ed.
___ SM 9221G Nutrient Agar+MUG ___ Ed.
___ SM 9223 Colilert ___Ed.
___ SM 9223 Colisure ___ Ed.
___ Colitag
___ ReadyCult Coliforms 100 P/A Test
Other approved method_____

FECAL COLIFORM:
___ SM9221E EC Medium ___ Ed.

HETEROTROPHIC PLATE COUNT: ___ SM 9215B Pour Plate ___ Ed.
___ SimPlate

CRYPTOSPORIDIUM ___ EPA 1622
___ EPA 1623
___ EPA 1623.1

Check each requested chemistry analyte and indicate method name/number. Include the Edition number for *Standard Methods*. For example, ✓ Fluoride SM 4500 F- C 20th Ed.

INORGANIC CHEMISTRY

TRACE METALS	METHOD
_____ Antimony	_____
_____ Arsenic	_____
_____ Lead	_____
_____ Selenium	_____
_____ Thallium	_____
_____ Mercury	_____
_____ Aluminum	_____
_____ Barium	_____
_____ Beryllium	_____
_____ Cadmium	_____
_____ Calcium	_____
_____ Chromium	_____
_____ Copper	_____
_____ Iron	_____
_____ Magnesium	_____
_____ Manganese	_____
_____ Nickel	_____
_____ Silver	_____
_____ Silica	_____
_____ Sodium	_____
_____ Zinc	_____

INORGANIC NON-METALS	METHOD
_____ Asbestos	_____
_____ Cyanide	_____
_____ Fluoride	_____
_____ Nitrate	_____
_____ Nitrite	_____
_____ Orthophosphate	_____
_____ Sulfate	_____

INORGANIC DISINFECTION BYPRODUCTS	METHOD
_____ Bromide	_____
_____ Bromate	_____
_____ Chlorite	_____

PARAMETERS REQUIRING IMMEDIATE ANALYSIS

Laboratories must demonstrate the ability to analyze samples within the required holding times.

PARAMETER	METHOD
_____ pH	_____
Residual Chlorine	
_____ Total (TRC)	_____
_____ Free (FRC)	_____

OTHER PARAMETERS	METHOD
_____ Alkalinity	_____
_____ Conductivity	_____
_____ Color	_____
_____ Odor, Threshold	_____
_____ Turbidity	_____
_____ Foaming Agents(Surfactants), MBAS	_____
_____ Organic Carbon, Dissolved (DOC)	_____
_____ Organic Carbon, Total (TOC)	_____
_____ Total Dissolved Solids	_____
_____ Ultraviolet Absorbtion at 254 nm (UV_{254})	_____
_____ Specific Ultraviolet Absorption (SUVA)	_____

ORGANIC CHEMISTRY

CARBAMATES	METHOD
_____ Carbofuran	_____
_____ Oxamyl	_____

DIOXIN	METHOD
_____ 2,3,7,8-TCDD	_____

DISINFECTION BY-PRODUCTS	METHOD
_____ HALOACETIC ACIDS	_____

Bromoacetic Acid *Dibromoacetic Acid*
Chloroacetic Acid *Dichloroacetic Acid*
Trichloroacetic Acid

_____ TRIHALOMETHANES	_____

Bromoform *Bromodichloromethane*
Chloroform *Chlorodibromomethane*

FUMIGANTS	METHOD
_____ Dibromochloropropane (DBCP)	_____
_____ Ethylene Dibromide (EDB)	_____

HERBICIDES	METHOD
_____ 2,4-D	_____
_____ 2,4,5-TP	_____
_____ Alachlor	_____
_____ Atrazine	_____
_____ Dalapon	_____
_____ Dinoseb	_____
_____ Diquat	_____
_____ Endothall	_____
_____ Glyphosate	_____
_____ Pentachlorophenol	_____
_____ Picloram	_____
_____ Simazine	_____

PESTICIDES	METHOD
_____ Chlordane	_____
_____ Endrin	_____
_____ Heptachlor	_____
_____ Heptachlor Epoxide	_____
_____ Hexachlorobenzene	_____
_____ Hexachlorocyclopentadiene	_____
_____ Lindane (γ-BHC)	_____
_____ Methoxychlor	_____
_____ Toxaphene	_____

POLYCHLORINATED BIPHENYLS	METHOD
_____ As Aroclor Screen	_____
_____ Total as Decachlorobiphenyl	_____

SOCS	METHOD
_____ Benzo(a)pyrene	_____
_____ Di(2-Ethylhexyl)-Adipate	_____
_____ Di(2-Ethylhexyl)-Phthalate	_____

REGULATED VOLATILES	METHOD
_____ REGULATED VOCS	_____

1,1,1-Trichloroethane *Dichloromethane*
1,1-Dichloroethylene *Ethylbenzene*
1,1,2-Trichloroethane *O-Dichlorobenzene*
1,2,4-Trichlorobenzene *P-Dichlorobenzene*
1,2-Dichloroethane *Styrene*
1,2-Dichloropropane *Tetrachloroethylene*
Benzene *Toluene*
Carbon Tetrachloride *Trichloroethylene*
Chlorobenzene *Xylenes, Total*
Cis-1,2-Dichloroethylene *Vinyl Chloride*
Trans-1,2-Dichloroethylene

RADIOCHEMISTRY

	METHOD		METHOD
_____ Gross Alpha	_____	_____ Strontium-89	_____
_____ Gross Beta	_____	_____ Strontium-90	_____
_____ Iodine 131	_____	_____ Tritium	_____
_____ Radium-226	_____	_____ Uranium	_____
_____ Radium-228	_____	_____ Gamma Emitters	_____